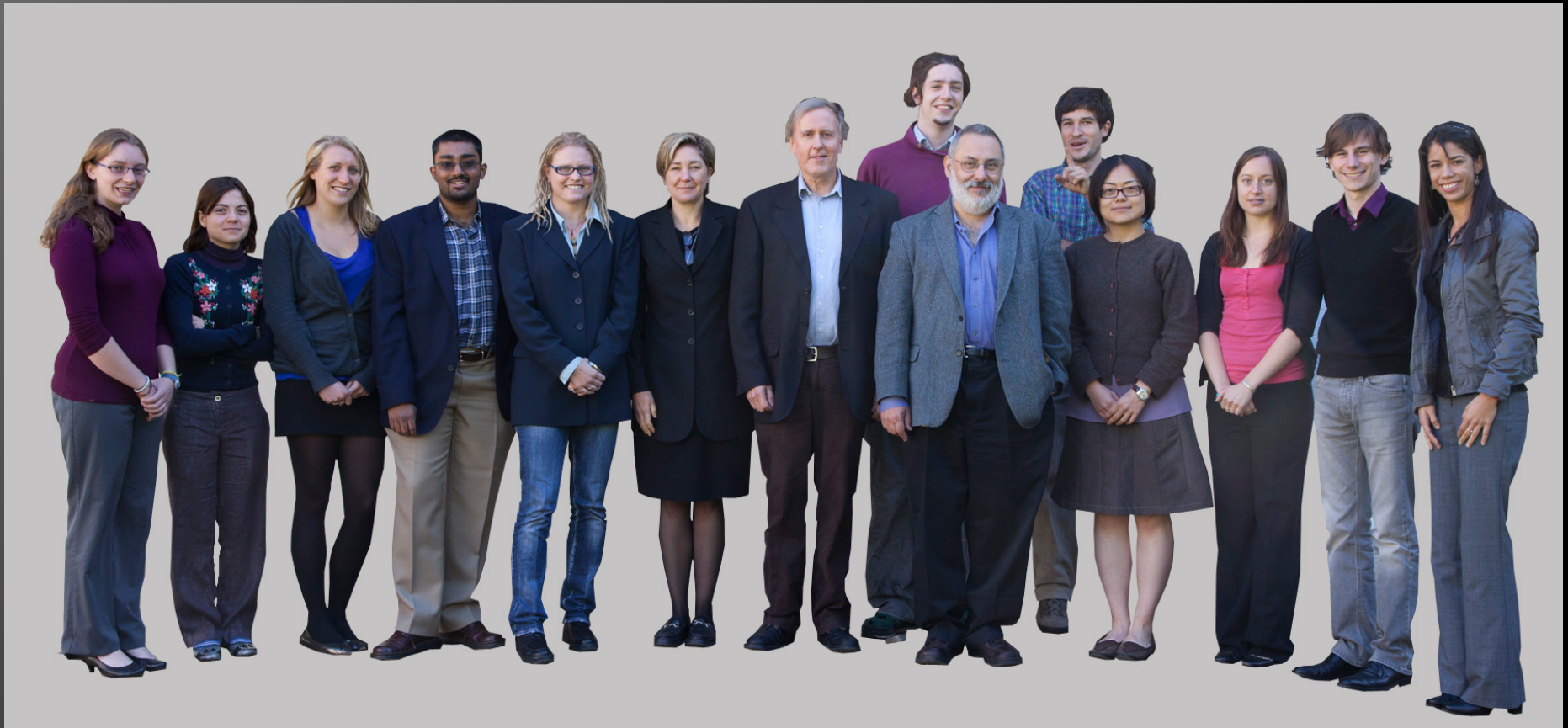


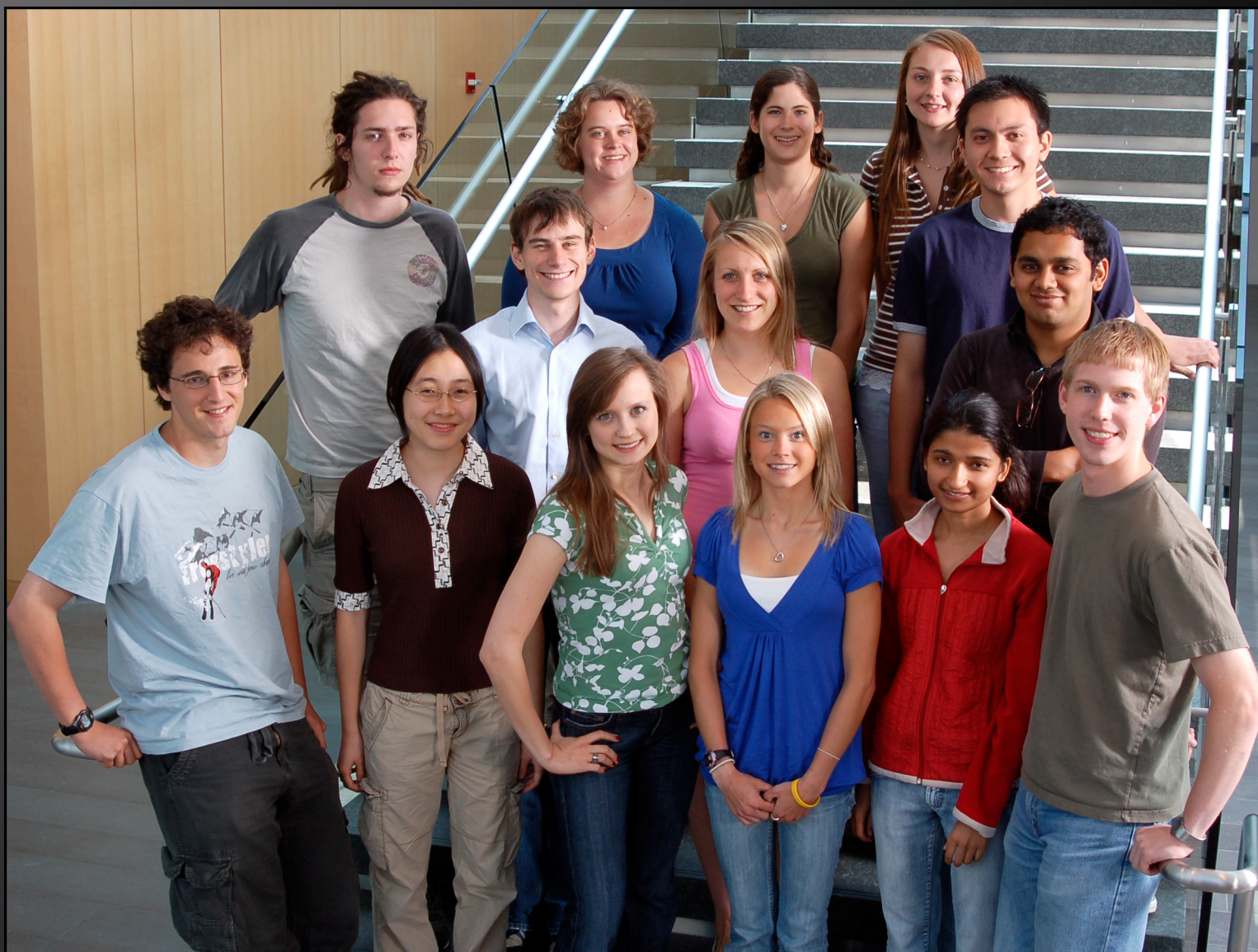
Joint Ph.D. Programs with the Universities of Chicago and Cambridge



Janelia Graduate Scholars



HHMI
janelia farm
research campus



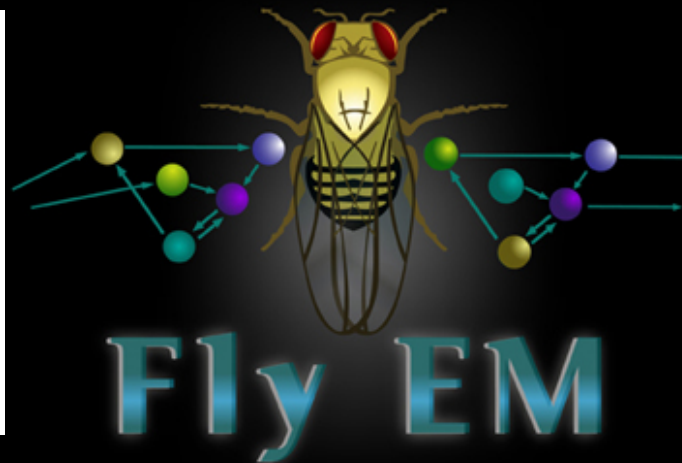
2008 JANELIA UNDERGRADUATE SCHOLARS

Science Conferences and Visiting Scientists



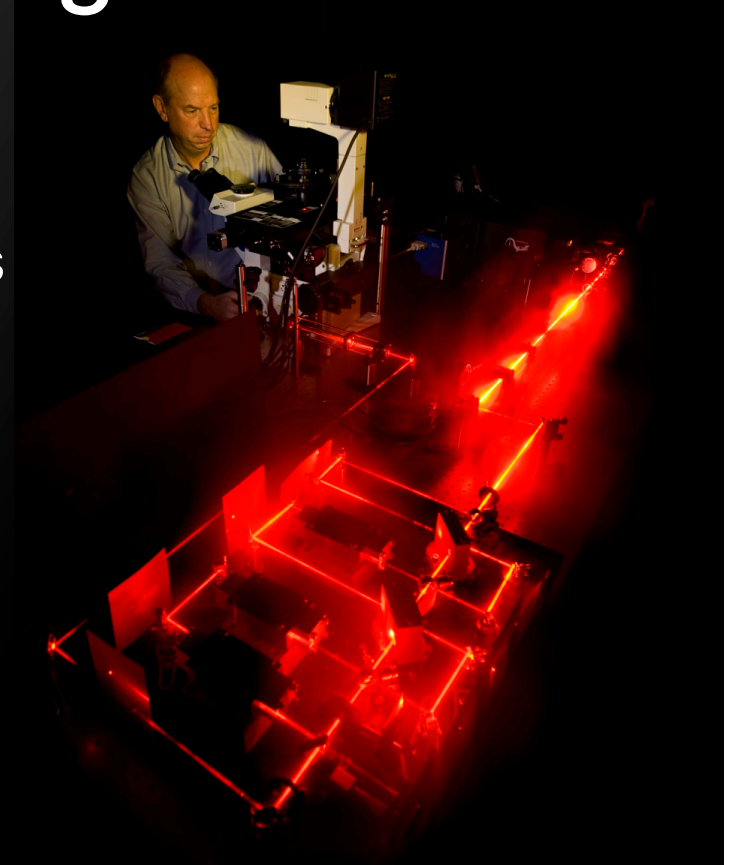
HHMI
janelia farm
research campus

Project Teams



Janelia Farm Science Programs

- Lab head research programs
- Student Research Scholar Programs
- Conference Program
- Visiting Scientist Program
- Project Teams



HHMI
janelia farm
research campus

Outline

- HHMI and Janelia Farm
- Janelia Farm science programs
- Science administration at Janelia Farm
- A day in the life of a program manager
- Discussion & personal reflection
 - Why Janelia?
 - Transition from the bench
 - Lessons learned



Executive Director

Gerry Rubin, Ph.D.

Chief Academic Officer
Kevin Moses, Ph.D.

Senior Director,
Scientific Computing and
Information Technology
Vijay Samalam, Ph.D.

Senior Director,
Scientific Services
Reed George

Chief Administrative Officer
Joanne Theurich

IT & Scientific Computing

Campus Operations

Student Programs and Lab
Head Recruiting
Katie Breneman, Ph.D.

Conference Program
Janine Stevens, Ph.D.

Visiting Scientist Program
Chonnetia Jones, Ph.D.

Project Teams
Bruce Kimmel, Ph.D.

Project Scientists
Doug Kim, Ph.D.
Wyatt Korff, Ph.D.
Pat Rivlin, Ph.D.
Chris Zugates, Ph.D.

Shared Resources

Anatomy & Histology
Cell & Tissue Culture
Light Microscopy
Cryo EM
Drosophila & Media Prep
Electron Microscopy
Instrument Design & Fabrication
Molecular Biology
Transgenics
Vivarium

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Visiting Scientist Program

- Multi-million dollar collaborative research program
- 52 active research projects
- 152 scientists and research staff
 - 67 full-time employees
 - 85 visiting scientists (16 foreign countries)
- Undergraduates, graduate students, postdocs, principal investigators
- Inter-disciplinary (biologists, chemists/biochemists, computer scientists, engineers, physicists, theorists, etc.)



A day in my life...

Proposal Review

- Review new/renewal visitor proposal applications
 - Scientific scope
 - Project support
- Develop budget
- Oversee vetting and scientific review
- Oversee operational review (office/lab space, personnel, housing, travel, shared resources, equipment, IT, legal and visa issues)
- Draft visitor/consulting agreements, inter-institutional contracts

Project Management

- Coordinate project set-up
- Coordinate & conduct personnel interviews
- Coordinate administrative and shared resource support
- Oversee execution of agreements & contracts
- Update internal & external communications
- Organize seminars
- Attend seminars, lab meetings, journal clubs
- Conduct quarterly project meetings
- Conduct post-mortem analysis

Financial Management

- Review & approve project expenditures
- Review financial reports
- Conduct quarterly budget meetings
- Attend operational meetings (HR, IT, campus services, finance)

Program Management

- Prepare program reports for Exec Dir, CAO
- Attend executive meetings
- Review and revise program policies & workflows

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